



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
THURSDAY, MAY 4, 2017
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING 4:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Internal Operations Committee Members

*Chair Kevin Graves
Vice-Chair Robert Leete*

- A. ROLL CALL**
1. Call business meeting to order 4:00 p.m. – By Chair Graves
 2. Roll Call – All present
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
None
- C. APPROVED MINUTES**
1. February 21, 2017 Internal Operations Committee DRAFT meeting minutes - Approved
- D. DISCUSSION ITEMS**
1. Discussion related to the revised Job Descriptions.
Executive Assistant Heidl – Provided the details regarding the revised Job Description related to the reformatting. There was discussion related to the formatting of the job descriptions.
 2. Discussion related to Grant Writing.
Executive Assistant Heidl – Provided the details regarding Grant Writing consultants related to the pricing, references, and grant opportunities. There was discussion related to the Grant Writing consultants and the need to research grants for project funding. Grant Writing details will be part of the Board agenda under General Manager's Report.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
District Office Relocation
- The regular Internal Ops meeting adjourned at 4:23 p.m.
- F. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**
(Government Code Section 54957.7)
Chair Graves – The Internal Operations Committee is now adjourning into closed session regarding item G-1.
- G. CLOSED SESSION:**
1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Michael R. Davies
Unrepresented Employee: All TODB Employees
- H. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**
(Government Code Section 54957.1)
Chair Graves – Reporting from Closed Session on item G-1 and there is no reportable action.
- I. ADJOURNMENT**
1. The meeting adjourned at 4:32 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-05-17

<http://www.todb.ca.gov/agendas-minutes>